

**WALWORTH TOWN BOARD – REGULAR MEETING
5 FEBRUARY 2015**

Presiding Supervisor Marini called the Special Meeting Town Board Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 7:30 PM and led those present in the Pledge of Allegiance.

<u>PRESENT:</u>	Patricia Marini	Supervisor
	Larry Ruth	Councilman
	Vaughn Pembroke	Councilman
	Suzi Hawkins-Mance	Councilwoman
	Judy Markowski	Councilwoman

<u>ABSENT:</u>	Michael Frederes	Highway Superintendent
	Susie Jacobs	Town Clerk

OTHERS PRESENT: Christi Waltermeyer, Deputy Town Clerk; Town Newspaper Reporter, and eleven attendees.

MINUTES:
Motion by Councilman Ruth that the Minutes of January 22, 2015 Regular Meeting be approved as submitted by the Town Clerk.
Seconded by Councilwoman Markowski.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Motion carried.

PUBLIC PARTICIPATION:
Four (4) residents from Sherburne Road and one from Arbor Road attended the meeting and addressed Council members with concerns they have regarding the installation of a solar panel systems in the Town / Town Complex and notification to the residents. Discussion ensued. Supervisor Marini explained that the Town Clerk has had a notification system in place (Sunshine List) and residents are able to sign up for this service through the Town Clerk’s Office. Additionally, Supervisor Marini explained that the Town is still in negotiations for site planning, and once it has been determined, a public hearing will be held, and a sign will be placed on the property. Resident’s concerns were noted and will be addressed at a future date. Residents stated “they do like the idea they just don’t like the location.” Discussion ensued.

COMMITTEE REPORTS:
Council members reported on their respective committees with the following Town Board actions:

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**RECEIVER OF TAXES – APPOINTS MS. KATHRYN EMMSON, AS DEPUTY
RECEIVER OF TAXES FOR A TERM ENDING 12/31/2015:**

Honorable Linda Bretsch, Receiver of Taxes, appoints Ms. Kathryn Emison, as Deputy Receiver of Taxes, for a term ending 12/31/2015.

TOWN CLERK – TOWN CLERK’S 2014 ANNUAL REPORT:

The following was submitted:

TOWN OF WALWORTH	
01/30/2015 15:47:56	TOWN CLERK'S 2014 ANNUAL REPORT
RECEIPTS	
22 MISCELLANEOUS	1,544.25
10 B/D/M RECORDS SEARCH	370.00
1 GENEALOGICAL SEARCH	10.00
25 MARRIAGE LICENSES	1,000.00
DECALS	16,578.00
1 DOG PICK UP	27.03
4 DEEP HOLE PERC TEST	400.00
126 RECREATION	86,240.00
2 ZONING BOARD REVIEW	200.00
13 PLANNING BOARD REVIEW	3,400.00
2 GAMES OF CHANCE LICENSES	50.00
1 BINGO LICENSES	18.75
189 BUILDING PERMITS	16,400.50
1 GALVIN TRAILER PARK	1,020.00
30 OTHER INCOME BUILDING	1,740.00
5 SEPTIC SYSTEM INSP	375.00
95 PARK EXPENDABLE TRUST	25,564.04
10 SEWER APPLICATION WALWOR	8,500.00
48 ESCROW - BLDG PERMITS	12,536.00
1384 DOG LICENSES	15,695.50
TOTAL RECEIPTS:	
	\$191,669.07
DISBURSEMENTS	
PAID TO SUPERVISOR FOR GENERAL FUND	126,095.28
DECALS SEPARATE MONTHLY REPORT	795.75
PAID TO SUPERVISOR FOR CEMETERY	25,564.04
PAID TO SUPERVISOR FOR BUILDING PERMIT ESCROWS	12,536.00
PAID TO SUPERVISOR FOR PARK EXPENDABLE	25,564.04
PAID TO SUPERVISOR FOR SEWER APPLICATION FEES	8,500.00
DECALS SEPARATE MONTHLY REPORT- EFT	15,782.25
PAID TO NYS ANIMAL POPULATION CONTROL PROGRAM	1,792.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	562.50
PAID TO STATE COMPTROLLER FOR GAMES OF CHANCE LICENSES	30.00
PAID TO STATE COMPTROLLER FOR BINGO LICENSES	11.25
TOTAL DISBURSEMENTS:	
	\$217,233.11


Susie C. Jacobs, MMC, RMC, TOWN CLERK

JANUARY 30, 2015

Motion by Councilman Ruth to accept and file.
Seconded by Councilwoman Markowski.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Motion carried.

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PARKS & RECREATION – RESOLUTION 49-15 AUTHORIZING ATTENDANCE, LODGING AND MILEAGE REIMBURSEMENT FOR JACQUELINE VANLARE TO ATTEND THE FARM MARKET CONFERENCE:

Councilwoman Hawkins-Mance offered the following Resolution and moved its adoption.

Seconded by Councilman Ruth to wit:

RESOLVED, that Jacqueline VanLare, Parks and Recreation Director, is authorized attendance, lodging and mileage reimbursement (not to exceed \$181.00) for the Farm Market Conference held at the Ramada, Syracuse, NY, Budgeted Item from A7310.44.

Adopted this 5th day of February, 2015, at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Resolution carried.

OTHER BUSINESS:

RESOLUTION 47-15 TOWN BOARD APPOINTMENT:

Councilwoman Markowski offered the following Resolution and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED , that the Town Board of the Town of Walworth appoints:

Library Board of Trustee Tami Adams-King term expires 12/31/2019

Adopted this 5th day of February, 2015, at the meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Resolution carried.

SUPERVISOR MARINI RECUSAL – DEPUTY SUPERVISOR HAWKINS-MANCE PRESIDING:

Supervisor Marini stated she will recuse from the following matter due to she has family in the West Walworth Fire Department.

Time: 8:05 PM.

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RESOLUTION 48-15 AUTHORIZE THE DEPUTY TOWN SUPERVISOR TO SIGN THE SPONSOR AUTHORIZATION FORM FOR WEST WALWORTH FIRE DEPARTMENT – LOSAP:

Councilman Ruth offered Resolution 48-15 and moved its adoption.
Seconded by Councilwoman Markowski to wit:

BE IT RESOLVED, that Councilwoman Hawkins-Mance, Deputy Supervisor, is authorized to sign the 2014 Sponsor Authorization Form for the West Walworth Fire Department.

Adopted this 5th day of February, 2014, at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Abstain

Resolution carried.

SUPERVISOR MARINI CONTINUED PRESIDING OVER THE REGULAR MEETING:

Time: 8:06 PM.

RESOLUTION 50-15 AMENDING RESOLUTION 05-15 – EXPENDITURES:

The following was submitted:

Councilwoman Hawkins-Mance offered the following Resolution 50-15 Amending Resolution 05-15 Expenditures and moved its adoption. Seconded by Councilman Pembroke to wit:

BE IT RESOLVED that the following expenditures by Department Heads be authorized, with prior review with the Town Supervisor, without Town Board approval:

- Supervisor - \$2,000.00
- Highway Superintendent -- \$4,000.00
- Sewer Superintendent -- \$4,000.00
- Town Clerk -- \$2,000.00
- Parks & Recreation -- \$2,500.00
- Assessment -- \$250.00
- Receiver of Taxes -- \$250.00
- Justice Court -- \$250.00
- Animal Control -- \$100.00
- Building -- \$250.00
- Code Enforcement -- \$250.00

Dated this 5TH day of February 2015 at a meeting of the Town Board.

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Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Resolution carried.

RESOLUTION 51-15 AMENDING THE TOWN OF WALWORTH POLICY & PROCEDURES MANUAL - BUDGETED PURCHASE APPROVAL PROCEDURES:

Councilwoman Hawkins-Mance offered the following resolution 51-15 and moved its adoption. Seconded by Councilman Ruth to wit:

The Walworth Town Board hereby adopts the following Budgeted Purchase Approval Procedure effective February 5, 2015. **ALL NON-BUDGETED ITEMS TO BE PURCHASED REQUIRE TOWN BOARD APPROVAL PRIOR TO PLACING AN ORDER OR MAKING A PURCHASE.**

Budgeted purchases that comply with Resolution 51-15 authorized spending limits shall be submitted to the Town Supervisor for review and must meet the following:

1. Completion of a Requisition form
2. Requisition form must have prior approval from the Department Head/Elected Official.
3. Must be a budgeted line item.
4. Must be accompanied by 3 quotes.
5. Submit for review and approval by the Town Supervisor.

For purchases which exceed a department’s approved spending limit, but are budgeted items, the following process shall be followed:

1. Completion of a Requisition form
2. Requisition form must have prior approval from the Department Head/Elected Official.
3. Must be a budgeted line item.
4. Must comply with competitive bid if required by New York State, or be accompanied by 3 quotes.
5. Submit for review and approval by the Town Supervisor.

The Town Supervisor has the right to request that any item(s) to be purchased receive Town Board approval.

Adopted this 5th day of February, 2015, at a meeting of the Town Board.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Resolution carried.

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ADJOURNMENT:

Motion by Councilwoman Markowski to adjourn.
Seconded by Councilwoman Hawkins-Mance.

Roll call vote:	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Aye
	Supervisor Marini	Aye

Motion carried.
Time: 8:30 PM.

Minutes transcribed by Susie C. Jacobs, Town Clerk.

Respectfully Submitted,

Susie C. Jacobs, MMC, RMC
Town Clerk